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AUSTRALIAN COUNTER DISASTER
COLLEGE

HANDBOOK

1986/87



THE COLLEGE CHARTER

"The role of the Australian Counter Disaster College is to contribute to the development of an efficient Australian counter-disaster capability by training selected personnel in counter-disaster and civil defence requirements; by fostering understanding and co-operation between appropriate elements of the community and by undertaking research into selected aspects of disaster."



COMMONWEALTH OF AUSTRALIA

With the Compliments

of

The Director

Australian Counter Disaster College

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AUSTRALIAN COUNTER DISASTER COLLEGE HANDBOOK FOR 1986/87

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DIRECTOR'S FOREWORD

While the first activity scheduled in this Handbook is underway, the College will celebrate its 30th birthday. In those 30 years, more than 28,000 people have attended College residential activities at Mount Macedon. The bulk have been Australians, from all States and Territories and from all walks of life; but approximately 5% have come from 34 overseas countries, mostly from New Zealand. It is through its alumni and its continuing activities that the College continues to play an important part in enhancing Australia's counter-disaster capability and the counter-disaster management activities of many other nations.

In my forewords for the two previous years I foreshadowed that the results of our extensive study and analysis of Australia's disaster management training and education would lead to significant changes in the nature of counter-disaster and civil defence studies and activities to be undertaken, by this College, in future years. While the report of that study is yet to be released, some of its findings are reflected in the activities planned for this year, which are described in this Handbook.

While the Commonwealth Government has consistently maintained its view that each State of Australia is responsible for developing its own counter-disaster and civil defence capabilities, it has also been conscious of the fact that the States' efforts will be the primary determinant in the development of Australia's capabilities in these matters. At the same time, through its financial and equipment support programs, and by training State nominees at the College, the Commonwealth has assisted the States to develop their capabilities. However, because there are so many bodies at all levels of government and in the private sector who engage in disaster management training and education matters; and because the training and education needs of our nation are so vast and the available resources are so limited throughout Australia; it is obvious that the situation should be rationalised, to ensure there is minimum duplication of effort and maximum coverage and effectiveness in all disaster management training and education activities conducted in Australia.

Overall, it is pleasing to observe that the findings of our study should facilitate this rationalisation. In due course, it may lead to the promulgation of a national statement on disaster management training and education in Australia which will allow the Commonwealth to determine the particular aspects of the overall training and education program for which it will be responsible. If the Commonwealth does this, the other government and non-government authorities and organisations will be better placed to decide how the responsibility for satisfying the remaining requirements can be apportioned between them.

If these processes are followed and the new responsibilities are accepted and pursued by each party, it is likely that the nation's counter-disaster capability will improve markedly in the foreseeable future.

COLLEGE HISTORY

THE COLLEGE HISTORY

The Australian Civil Defence School at Mount Macedon, the forerunner to the Australian Counter Disaster College, was officially opened on 2 July 1956, by the then Minister for the Interior and Works, the Honourable Allen Fairhall, MP. On the occasion, the Minister emphasised the need for a civil defence program aimed at protecting the Australian community as far as possible from the effects of an enemy attack on the Australian homeland; and described the Charter of the School as being:

- "a. To study and conduct courses in all aspects of civil defence, including the training of instructors and key personnel for the several States, and
- b. To conduct trials and experiments in civil defence techniques and equipments as required from time-to-time by the Director of Civil Defence."

He highlighted the need for the greatest co-operation between the Commonwealth and State Governments, stressed the important role of local government, and emphasised the need for students to be drawn from all walks of life so that, in reasonable time, the nation would be provided with a nucleus of trained civil defence workers.

The Commonwealth purchased the College property on the southern slopes of Mount Macedon, comprising 95 acres, including a nine-hole golf course, on 17 January 1955, for 32,840 pounds. The property had been developed in 1919 as a holiday guest house, called "The Golf House". During World War II it served as the Yooralla Hospital for Crippled Children but, in 1947, it re-opened as the Golf House only to become a girls' convent, conducted by the Ursuline Order of Nuns in 1951.

The Golf House, a graceful timber building, was demolished in 1976 and replaced, on the same site, by new structures which provide residential, instructional and administrative facilities to cater for fifty students. Some older out-buildings of the College, and the access bridge over Turritable Creek were destroyed by the "Ash Wednesday Bushfires" on 16 February 1983. Further new construction to replace these losses was undertaken and completed late in 1985.

The first Director of the School, who occupied the position until 23 February 1969, was Air Commodore (Rtd) E G Knox Knight, CBE. He was succeeded by Air Vice Marshal (Rtd) W Carter, CB, DFC, who retired on 22 May 1978, to be succeeded by the present incumbent, Brigadier (Rtd) I G C Gilmore, OBE.

Instructional courses began in 1956 and, until the late 1960s, instruction was devoted to matters related to protection of the civil population against hostile acts. There was, then, a gradual move towards teaching, also, methods of coping with natural and other man-made disasters.

At the end of 1972, the Commonwealth Directorate of Civil Defence - of which the Civil Defence School was part - was re-located in the Department of Defence, and, in 1974, the trend towards preparing for disaster response was formalised: the Natural Disasters Organisation replaced the Directorate of Civil Defence, and, on 1 January 1975, the Civil Defence School was re-named the National Emergency Services College. It became evident that this title did not adequately describe the contemporary role of the College and in consequence, on 1 January 1978, it was changed to the Australian Counter Disaster College.

The Australian Counter Disaster College is a component of the Natural Disasters Organisation (NDO) which is in turn an out-riider organisation of the Department of Defence. NDO is part of the Department of Defence because of its responsibility to support the development of a core civil defence structure. In times of peace NDO's operational task is the mitigation of the effects of natural disasters while its primary functional role is to ensure that civil defence requirements, especially those relating to training and equipment, have the dual capability of meeting both the civil defence and natural disasters requirements.

It must be recognised that despite many parallels there remain significant differences between peacetime counter disaster needs and those of wartime civil defence. This is especially so in respect to nature, location and duration. Consequently, it is important to ensure that training and education relating to the peculiar aspects of civil defence management are covered in the ACDC curriculum.

In implementing government policy, the College directs considerable effort to creating an aware and prepared community by involving Commonwealth, State and local government officials, statutory authorities, community organisations and interested people from all walks of life. Those who attend College activities come from a very wide and diverse range of professions and organisations.

In its first thirty years, more than 28,000 students from thirty-four countries attended residential courses at the College. The majority were nominated by State and Territory authorities. They came from voluntary organisations which are formally involved in counter-disaster response activities; from

Government; from the statutory emergency services, such as police, fire, ambulance; from the medical and nursing professions; from hospitals, and other statutory authorities; from industry and commerce; from the Defence Force. Indeed, "the need for students to be drawn from all walks of life", as stressed by Mr Fairhall, when he opened the Australian Civil Defence School in 1956, has been fulfilled.

When the new facilities were opened officially by the Minister for Defence, the Honourable D J Killen, MP, on 7 February 1978, the College Charter became:

"The role of the Australian Counter Disaster College is to contribute to the development of an efficient Australian counter-disaster capability by training selected personnel in counter-disaster and civil defence requirements; by fostering understanding and co-operation between appropriate elements of the community and by undertaking research into selected aspects of disaster."

Mr Killen stressed the importance of the three tiers of government - Federal, State and local - working together efficiently and harmoniously "to master the giant of disaster".

Despite its changes in name, the College has continued to address key civil defence topics, because the nexus between civil defence and preparing to cope with other major disasters has long been accepted at National and State levels in Australia. Whether a disaster is natural or man-made, or whether it comes in the wake of war or in times of peace, similar principles and practices to mitigate or combat its effects usually apply.

In the past, and in the present, education in counter-disaster matters in Australia has centred primarily on this College, within the Department of Defence. The College now offers a Development Program covering a range of activities under the broad program headings of Disaster Management Training, Disaster Management Awareness, Disaster Information and Disaster Research. It also fosters a range of other government and departmental training activities. Importantly, it acts as a catalyst by conducting seminars* to address problems which might otherwise receive inadequate attention, but which require priority study with a view to resolution.

* Copies of the Reports of Proceedings of these seminars are distributed widely throughout Australia and to a number of overseas authorities and kindred organisations: they are available to members of the public in or through public libraries in Australia, under the established inter-library loan system.

In recent times, it has conducted seminars to consider the problems of handling and treating mass casualties and mass burns casualties in Australia, the problems of managing a major exotic animal disease outbreak in Australia, of co-ordinating disaster welfare planning and response in Australia, of protecting the Australian public from the effects of ionising radiation, of managing a major port disaster, of managing a remote area disaster, and of managing a major urban disaster. The roles and responsibilities of the broadcast media in times of disaster and many aspects relating to human behaviour in disaster have also been studied.

Representatives from twenty countries in Australia's area of interest attended the College in 1981, to consider the hazards which threatened the area, with a view to determining their own national and the area's training requirements.

By the end of 1985, 27,783 students had attended residential courses of instruction at the College. By State, Territory or country of origin, they came from:

Queensland	3343
New South Wales	5949
Victoria	5111
Tasmania	2260
South Australia	2601
Western Australia	3183
Northern Territory	647
Australian Capital Territory	766
Commonwealth Government (including Defence Force)	2392
Total Australian Students	26252
New Zealand	653
Papua New Guinea	183
Other Overseas	695
(Bangladesh, Burma, Fiji, Ghana, Hong Kong, India, Indonesia, Iran, Jamaica, Kenya, Kiribati, Malawi, Malaysia, Mauritius, Nauru, Nepal, Nigeria, Pakistan, Philippines, Seychelles, Singapore, Solomon Is., Sri Lanka, Sudan, Tanzania, Thailand, Tonga, Trinidad and Tobago, Vanuatu, Western Somoa and Zambia)	
Total Residential Students	27783

In addition to students on residential courses, the College trains students nominated by State/Territory authorities, on 'mobile team' courses, conducted in conjunction with other authorities.

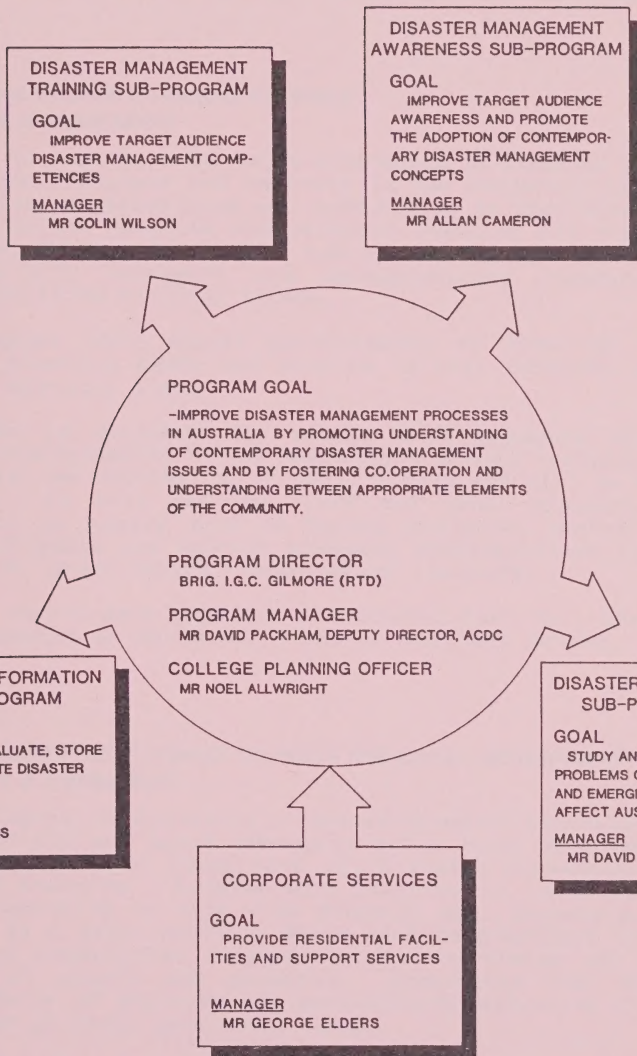
In 1982 the College commenced an extensive, objective study and analysis of disaster management training and education in Australia. As the report of this study nears completion, considerable re-development of the College's curriculum, to satisfy the needs which have been identified, is being considered. The ultimate outcome of this important study will be an inventory of disaster management training and education activities specifically designed to enhance Australia's counter-disaster/civil defence capability in the years ahead.

On the night of 16 February 1983, the College grounds and the whole area of Mt Macedon Ranges were devastated by ferocious and terrifying bushfires, commonly referred to as the Ash Wednesday fires. These fires destroyed more than 600 homes - including fifteen occupied by College staff - and claimed seven lives in the Macdon Ranges area. The College offered refuge to about 300 people during the fires, even though the College itself was threatened and many of its assets (including buildings) were to be destroyed later that night. All College activities scheduled for the month which followed were cancelled so that it could directly support the essential post-disaster recovery activities.

Since Ash Wednesday 1983, the buildings and assets which were lost in the fire have been replaced and the grounds and gardens - which were burnt thoroughly - have been cleared and re-instated, under a Commonwealth Government Community Employment Project which was designed specifically, to permit long-term unemployed persons to gain useful work experience. The project employed seven females for one year.

The College is held in high regard throughout the world for the part it has played, and continues to play, not only in enhancing the nation's counter-disaster capability, but also for its significant contribution in the field of counter-disaster management activities in other parts of the world.

**DISASTER MANAGEMENT
DEVELOPMENT PROGRAM
1986/87**



PROGRAM MANAGEMENT STRUCTURE

ACTIVITY DESCRIPTIONS

DISASTER MANAGEMENT TRAINING SUB-PROGRAM

COUNTER-DISASTER PLANNING COURSES

:CATEGORY 3 ENROLMENT

Planning to institute the major strategies in disaster prevention, preparation, response and recovery is the responsibility of many authorities, organisations and communities in Australian society. Included in the response and recovery agencies are Fire, Police, Emergency, Ambulance, Health, Medical or Welfare services; organisations with transport and communications capabilities and responsibilities and many others.

These courses will assist participants to identify their own disaster planning needs and provide initial guidance to achieve workable disaster plans.

The course is designed for middle-level managers who already have an understanding of contemporary planning techniques. Each course will be attended by 30 participants and will be run over 4 1/2 days. It will feature staff and guest presentations and group work on topics such as hazard analysis, setting disaster management goals and special planning considerations in disaster prevention, preparedness, response and recovery.

Nominees should have specific responsibilities for counter-disaster planning at National, State or regional levels.

COUNTER-DISASTER PLANNING COURSES FOR LOCAL GOVERNMENT

:CATEGORY 3 ENROLMENT

The development of Australia's counter-disaster capability depends on an informed and aware community and a local government which is involved in, and supportive of, disaster prevention and preparedness measures. Considerable planning is involved in preparing a community to cope with disaster and, therefore, disaster planning is a major activity which must be practised by organisations and communities responsible for decreasing the impact of disaster on people and property. Experience has shown that certain forms of planning are particularly effective if they are undertaken at local government level.

This course is designed to help senior local government officers to identify their own disaster planning needs and provide initial guidance to achieve workable disaster plans.

Each course is designed for 30 participants and will be run over 4 1/2 days. It will feature staff and guest presentations and group work topics, such as prevention planning, hazard analysis, response support and long-term recovery planning.

Nominees should be senior local government officers, planners endorsed by local government or elected officials.

INTRODUCTION TO DISASTER MANAGEMENT COURSES

:CATEGORY 3 ENROLMENT

Effective disaster management is a dynamic process which involves many disciplines such as science, engineering, health and welfare, architecture, social sciences, management and law, as well as the traditional "emergency" groups.

This course is designed for 30 participants and is conducted over 4 1/2 days: it provides a basic and broad introduction to integrated and comprehensive disaster management, from prevention through preparedness and response requirements to recovery problems.

Nominees should have specific responsibilities for disaster management activities at National, State, regional or local level.

HAZARD ANALYSIS COURSES

:CATEGORY 3 ENROLMENT

Following a Hazard Analysis Workshop in the Disaster Research Program, three courses will be designed to make information and techniques available to disaster planners to enable them to undertake the important initial step in effective disaster planning - hazard analysis.

The courses will be for 15 to 30 participants, depending on accommodation availability at Mt Macedon, and may address such issues as hazard characteristics, risk analysis, community analysis and hazard mapping and evaluation techniques.

Nominees should be actively involved in counter-disaster planning at State, regional, local or organisational level.

DISASTER RESPONSE MANAGEMENT

:CATEGORY 3 ENROLMENT

Effective response to a hazard impact requires an understanding of the physical event, an empathy with the needs of affected people and an ability to deploy and co-ordinate human and material resources to minimise immediate and long-term effects.

This course is designed to examine inter-organisational issues and to promote co-operation and understanding. The 4 1/2 day course is designed for 30 participants. It will cover topics such as the link between planning and response, needs of workers and disaster-affected people, information and resource management, evacuation, real-time hazard assessment, and the relationship between effective response and long-term recovery.

Nominees should be designated to perform as disaster response managers in key response agencies. It is essential that participants represent a wide cross-section of disaster response agencies.

PROFESSIONAL DEVELOPMENT FOR DISASTER MANAGERS

:CATEGORY 1 ENROLMENT

This course has been designed to develop the professional perspectives and disaster management skills of middle-level managers from key disaster management agencies. The course will study integrated and comprehensive disaster management and analyse key issues within that concept as they apply to Australia.

This two-week course will incorporate small group discussions, staff and guest speakers, case studies, experiential exercises and individual assignments.

Middle-level managers from key disaster management organisations or agencies will be invited to attend.

DISASTER RECOVERY MANAGEMENT COURSE

:CATEGORY 2 ENROLMENT

The view of disaster as an event requiring only an emergency response has been extended to that of an event with long-term effects. For the recovery manager, this means managing a process beginning at impact and requiring major input of staff and resources for a protracted period, possibly measured in years.

The 4 1/2 day course will consist of staff and guest presentations, discussions and case studies, on topics such as the role of the disaster recovery manager, community re-development, the establishment of emergency welfare centres, on-going effects on people, communities and workers and the management systems necessary to help in long-term recovery.

Nominees should be managers who could be responsible for the implementation and co-ordination of disaster recovery services and who are selected by the head of their designated State Disaster Welfare (or Community Service) organisation, in accordance with State or Territory Government nominating procedures.

DISASTER PREVENTION WORKSHOP (HOBART)

:CATEGORY 3 ENROLMENT THROUGH TASES

This activity will be conducted in Hobart in collaboration with the Tasmania State Emergency Service. It will be designed to bring together approximately 25 people whose current work and expertise contribute to disaster prevention in Tasmania.

The primary objectives of the activity are to :

- a. develop proposals for the improvement of disaster prevention in Tasmania;
- b. consolidate a network of individuals and organisations involved in disaster prevention;
- c. collect information to assist ACDC in developing disaster prevention curricula.

DISASTER MANAGEMENT WORKSHOP (ADELAIDE)

:CATEGORY 3 ENROLMENT THROUGH SASES

This activity is similar to the Introduction to Disaster Management Course, but it will be conducted in Adelaide, in collaboration with the SA State Emergency Service.

DISASTER PLANNING WORKSHOP FOR LOCAL GOVERNMENT (ADELAIDE)

:CATEGORY 3 ENROLMENT THROUGH SASES

This activity is essentially the same as the Counter-Disaster Planning Courses, but it will be conducted in Adelaide, in collaboration with the SA State Emergency Service.

DISASTER MANAGEMENT AWARENESS SUB-PROGRAM

BRIEFINGS FOR LOCAL GOVERNMENT OFFICIALS

:CATEGORY 2 ENROLMENT

Local government attitudes and capabilities form a cornerstone in the disaster management strategies of prevention and long-term recovery. Local government resources of equipment and manpower are also usually vital components in support of counter-disaster preparedness and response activities. In recognising the importance of this area, the College will conduct several three-day briefings for senior elected and appointed local government officials. The briefings are designed to increase awareness of hazards; to develop the concepts of integrated and comprehensive counter disaster management; and to encourage commitment to the roles of local government within those concepts. Each briefing will have input from local government managers and others experienced in coping with disaster processes, and participants will discuss lessons from case studies of specific disaster events. Participants will also be invited to contribute from their own experiences and backgrounds.

Senior appointed or elected officials of local government will be invited to attend the briefings.

WORKSHOP FOR INDUSTRY AND COMMERCE

:CATEGORY 1 ENROLMENT

This four-day workshop is directed at senior and middle-level executives whose corporate management decisions may impinge upon the counter-disaster capabilities of any particular community.

The workshop is designed to increase awareness of disaster management concepts and processes and to promote mitigation programs in industry and commerce. The workshop is not designed for employees of statutory authorities or government departments. Case studies and staff and guest speakers will provide specific input to which participants will be invited to add their own experience through syndicate and plenary sessions. Disaster management models appropriate to the needs of participants will be developed.

Nominees should be senior or middle-level executives from industrial or commercial enterprises or mutual aid groups, who have responsibility for developing and maintaining counter disaster policies and plans.

WORKSHOP FOR DEFENCE FORCE OFFICERS :CATEGORY 1 ENROLMENT

These two-day workshops are designed for Defence Force and civilian officers of the Defence Department who are likely to be involved in the provision of Defence Force Assistance to the Civil Community (DFACC) in times of disaster.

The workshops will be conducted as outreach activities, normally in capital cities. Participants will consider the means by which Defence Force resources may be made available on a co-ordinated basis during disaster response operations. Consideration will be given to command and control arrangements between civilian counter disaster authorities and the military.

Nominees will be service or civilian officers of the Defence Department who are involved in planning for, providing or determining policy for Categories 1, 2 or 3 DFACC. A panel selected from counter-disaster organisations will also attend.

DISASTER MANAGEMENT TRAINING AND EDUCATION SEMINAR :CATEGORY 1 ENROLMENT

The seminar will provide a three and a half day forum to review current counter-disaster training and education strategies. It will draw together training and education policy makers, designers and practitioners from organisations which contribute to counter-disaster training and education throughout Australia and overseas.

Participants will be invited to discuss contemporary training and education concepts, experiences and designs against the needs and policies of the counter disaster field. A range of counter-disaster training and education approaches will be developed.

Those who attend this activity will be senior training managers from organisations contributing to counter-disaster training and education.

CIVIL DEFENCE SYMPOSIUM
:CATEGORY 1 ENROLMENT

This symposium, which will provide a three-day forum to stimulate interest in civil defence matters in Australia, will concentrate on civil defence practice in the world today.

TRAINING SUPPORT CONSULTANCIES

In response to requests from emergency management agencies, College staff may provide assistance in the planning, conduct and evaluation of selected counter-disaster training activities.

PROMOTIONAL AND LIAISON VISITS

College staff will visit a number of disaster management agencies to liaise with senior managers on training and education matters. Opportunities for liaison and promotional visits will be sought to develop and maintain sources of expert input for College activities, to promote contemporary counter-disaster concepts and to develop staff awareness of on-ground problems and issues.

DISASTER INFORMATION SUB-PROGRAM

GENERAL

The Disaster Information program aims to collect, evaluate, store and disseminate disaster information for the benefit of the College faculty, interested organisations and individuals. Amongst the activities are the establishment of a Learning Resource Centre and production and distribution of a quarterly newsletter, "The Macedon Digest", and reports of proceedings of certain College activities.

MEDIA WORKSHOP

:CATEGORY 1 ENROLMENT

The media are a vital part of any disaster management system. When a disaster occurs, the media are immediately and intimately involved.

This workshop is designed to explore the specific needs of the media in terms of disaster information, and to establish the knowledge essential to the media to enable them to be more effective and efficient in obtaining information from fully committed or extended sources. A knowledge of the anatomy of disasters will help in this aim. This workshop is not designed to address the interface between the media and disaster control authorities, although the subject will no doubt be raised.

DISASTER RESEARCH SUB-PROGRAM

GENERAL

Research activities at ACDC aim to satisfy the College Charter, to undertake research into selected aspects of disaster as it affects Australia and its people.

RESEARCH PROJECTS

The College's Research Officer will establish a series of disaster simulation models for instructional, operational and research use.

Other projects will involve :

- a. Collection, analysis and documentation of community activities during disaster recovery, leading to production of recovery publications and a kit for use by recovery managers, community development workers and local government in disaster recovery.
- b. A systematic, qualitative analysis of hazards which have a disaster potential in Australia and proposals on how this study would influence disaster management policies in Australia.

HAZARD ANALYSIS WORKSHOP

:CATEGORY 1 ENROLMENT

Many hazards have a disaster potential. Their detailed and systematic analysis is an emerging tool of disaster management which will assist in adopting appropriate management strategies.

The workshop will use current Australian expertise to determine the state-of-the-art in hazard analysis. The activity will be decisive in providing the content of future hazard analysis courses at ACDC. It is designed for 15 - 20 participants, who will be invited for a four-day workshop-style activity.

DISASTER RESEARCH WORKSHOP

:CATEGORY 1 ENROLMENT

The ACDC Research Directory has identified a wide-ranging field of disaster-related research. While many see formal co-ordination of this research as undesirable, there is a need for informal co-ordination to occur through personal contact between active researchers.

This workshop will aim to identify gaps in the national research program, generate ideas for research, and allow researchers in a number of disciplines to share their findings and views with others, and to co-operate in future projects. Fifty active researchers and academics from disaster-related disciplines will be invited to present results of current and immediate-past studies, to give indications of future directions and to participate in a research forum, and to identify knowledge gaps.

PROBLEM SOLVING CLINIC - REMOTE AREA DISASTERS :CATEGORY 1 ENROLMENT

In November 1985, ACDC conducted a study designed to analyse the management and resource problems caused by a disaster in a remote part of Australia. Arising from this study was seen the need for a working group to assess the study findings and recommend concrete solutions to some of the problems identified.

Six to eight participants from the study, representing a number of key organisations, will be invited to attend this two-day clinic.

CALENDAR OF EVENTS

The Calendar of Events for July to December 1986 and January to June 1987 is contained in Annex A.

**APPLICATIONS, NOMINATIONS,
ENROLMENT AND ATTENDANCE**

APPLICATIONS, NOMINATIONS, ENROLMENT AND ATTENDANCE

GENERAL

Individual activities in the 1986/87 Disaster Management Development Program, to be conducted by the College, are categorised for enrolment purposes as :

Category 1 : Commonwealth-sponsored activities

Category 2 : Target-audience-sponsored activities

Category 3 : Un-sponsored activities

Some activities which are not related to the Disaster Management Development Program are conducted at the College from time-to-time. These are commonly referred to as Departmental Support Activities: and are categorised for enrolment purposes as :

Category 4 : Departmental Support Activities

Attendance criteria which must be satisfied before a person is nominated to attend a Category 1, 2 or 3 activity are prescribed for each activity in the Program under the "Activity Descriptions" heading in this handbook. The enrolment category for each activity is shown under the same heading.

APPLICATION AND NOMINATION PROCEDURES

CATEGORY 1 : COMMONWEALTH-SPONSORED ACTIVITIES

These activities may include courses, studies, seminars, and symposia, concerning which the Commonwealth has perceived a need and DGND0 has identified the title and target audience. The participants will normally be selected by DGND0 in consultation with S/TES Directors and where applicable, the co-sponsoring organisation. Invitations will normally be issued at least eight weeks before the activity and responses should be made to DGND0 by six weeks prior to the activity. The list of selected participants will be passed by NDO to ACDC for action.

CATEGORY 2 : TARGET-AUDIENCE-SPONSORED ACTIVITIES

These activities are usually developed by ACDC in consultation with a particular target audience authority/s eg,

welfare administrators or local government associations, to develop that authority's contribution to the national counter-disaster capability. Consequently, the target audience authority should consult with the Director S/TES, as the State or Territory nominating officer, in nominating participants for these activities. Details of nominees for Category 2 activities should be advised to DGND0 by Directors S/TES, to arrive at least eight weeks before the activity is scheduled to commence. The list of selected participants will be passed to ACDC by NDO. The above procedures do not apply to Commonwealth personnel.

CATEGORY 3 : UNSPONSORED ACTIVITIES

Attendance at unsponsored activities is open to all. It is to be expected that both individuals and authorities involved in disaster management functions will apply to attend these activities. However, the Director S/TES is responsible for final selection of attendees to fill vacancies allocated to States and Territories.

Applications from all except Commonwealth Public Servants or persons employed by a Commonwealth Authority should be submitted to the Director S/TES in the State or Territory of the applicant, at least three months before the activity is scheduled to commence. Applicants who are Commonwealth Public Servants or employed by a Commonwealth Authority should apply direct to NDO, at least three months before the activity is scheduled to commence.

In selecting applicants to attend unsponsored activities, Directors S/TES should consult with other relevant target audience authorities as necessary; and ensure that each person they nominate to attend an activity satisfies the criteria prescribed for that particular activity, under the "Activity Description" heading in this Handbook.

Nominations to fill the number of vacancies allocated to a State or Territory in this Handbook, will be forwarded by the Directors S/TES direct to ACDC, to arrive at least eight weeks before the activity is scheduled to commence.

CATEGORY 4 : DEPARTMENTAL SUPPORT ACTIVITIES

Category 4 activities are usually not related to disaster management and do not involve College faculty. However, they do involve College administrative, domestic, industrial and training support staff and use of College facilities.

Attendance at these activities is determined by the sponsor for the activity. State and Territory authorities are not normally involved. Names and other personal particulars of nominees to attend Category 4 activities should be provided to ACDC by the sponsor for the activity at least two weeks before the activity is scheduled to commence.

NOMINATION AND ENROLMENT DETAIL

The following nomination detail is to be provided by the nominating authority to ACDC at the time a person is nominated to attend any activity at ACDC :

- a. Surname and given names;
- b. Preferred christian or nickname;
- c. Home address and telephone contact number,
(business and home telephone contact numbers);
- d. Departure airport, if air travel is involved;
- e. Mode of transport to/from ACDC, if air travel
is not involved;
- f. Occupation;
- g. Specific counter-disaster responsibility.

PRE-COURSE INFORMATION

When a nomination is accepted, pre-course information and a registration form will be sent to the nominee by ACDC.

REGISTRATION AND ENROLMENT

As soon as a nominee receives this pre-course information and a registration form from ACDC, the nominee is expected to complete the registration form and post it to ACDC without delay.

RESERVE NOMINATIONS

Where nominating authorities for any activity do not fill all their allocated vacancies or cannot replace a cancellation, the College may invite other nominating authorities to nominate a person (at short notice) to fill the vacancy.

TRAVEL TO AND FROM ACDC

Travel to and from ACDC for all nominees on Category 1, 2 and 3 activities will be arranged by the College, and details will be advised directly to nominees. Travel costs are normally borne by the Commonwealth.

For Category 4 activities, costs will normally be borne by the sponsor, and travel arrangements will be arranged by agreement between the sponsor and ACDC.

FORECAST OF VACANCY DISTRIBUTION FOR CATEGORY 1 & 2 ACTIVITIES

Serial	Activity	QLD	NSW	VIC	ACT	TAS	SA	WA	NT	NZ	NDO	TOTAL
1013	Recovery Management	5	7	7	1	4	4	4	2	1	-	35
1014	Briefing for Local Govt	7	6	6	1	5	5	5	1	-	4	40
1015	Briefing for Local Govt	7	6	6	1	5	5	5	1	-	4	40
1018	Disaster Prevention Workshop (Hobart)	25*										25*
1019	NDO Civil Defence Symposium	4	4	7	1	4	7	7	4	-	55	93
1020	Media in Disaster Workshop	----- TBA ----- 20										20
1021	DFACC Workshop	-	-	-	-	-	-	-	-	-	40*	40*
1023	Hazard Analysis Workshop	----- TBA ----- 15										15
1024	DFACC Workshop	-	-	-	-	-	-	-	-	-	40*	40*
1027	Disaster Mgt Workshop (Adelaide)	----- 30*-----										30*
1028	Recovery Management	5	6	5	1	3	4	4	1	1	4	34
1029	Disaster Research Workshop	----- TBA ----- 50										50
1033	Briefing for Local Govt	7	10	8	-	3	6	6	-	-	-	40
1034	Briefing for Local Govt	7	10	8	-	3	6	6	-	-	-	40
1038	Disaster Management Workshop for Ind/Comm	2	4	3	-	1	2	2	1	-	15	30
1042	CD Planning Workshop for Local Govt (Adelaide)	----- 30* -----										30*
1046	Prof Dev for Dis Managers	3	3	3	2	2	3	3	2	1	8	30
1047	Dis Mgt Trg & Edn Seminar	4	4	4	1	4	4	4	4	1	30	60
1049	Briefing for Local Govt	7	7	6	1	2	4	4	1	-	8	40
		58	66	61	9	35 25*	50 60*	50	16	4	217 80*	566 165*

NOTE: Figures marked* represent external activities

VACANCY ALLOCATIONS FOR CATEGORY 3 ACTIVITIES

Serial	Activity	QLD	NSW	VIC	ACT	TAS	SA	WA	NT	NZ	NDO	TOTAL
1009	CD Planning	3	4	4	1	2	4	3	2	1	6	30
1010	CD Planning for Local Govt	5	6	4	-	4	4	4	2	1	-	30
1026	CD Planning	4	4	3	1	3	3	3	2	1	6	30
1030	Intro to Disaster Management	3	5	3	2	3	3	3	2	-	6	30
1031	CD Planning	3	5	3	1	3	4	3	1	1	6	30
1032	Intro to Disaster Management	3	5	3	2	3	3	3	2	-	6	30
1036	Disaster Response Management	3	4	3	2	3	3	3	2	1	6	30
1037	Hazard Analysis	2	3	2	1	1	2	1	1	1	6	20
1039	Hazard Analysis	2	3	2	1	1	2	1	1	1	6	20
1040	Intro to Disaster Management	3	6	3	2	3	3	3	1	-	6	30
1041	CD Planning for Local Govt	5	7	4	-	4	4	4	1	1	-	30
1043	Intro to Disaster Management	3	5	3	2	3	3	3	2	-	6	30
1045	Hazard Analysis	2	3	2	1	1	2	1	1	1	6	20
1048	CD Planning	4	5	3	2	3	3	2	1	1	6	30
TOTAL : Category 3		45	65	42	18	37	43	37	21	10	72	390
<u>SUMMARY :</u>												
SUB TOTAL Category 1 & 2		58	66	61	9	35	50	50	16	4	217	566
TOTAL OFFERINGS		103	131	103	27	72	93	87	37	14	289	956

ADMINISTRATIVE INFORMATION

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General

These notes are intended to acquaint those attending the College with its facilities and administrative procedures. All enquiries should be directed to the Corporate Services Manager at ACDC.

Accommodation

Carter Hall is a modern three-storey building, which is heated but not completely air-conditioned. You will be allocated an individual motel-type room with bed linen, towels and soap provided, but you will share toilet and shower facilities with the occupant of the neighbouring room. Radios are not provided in rooms, but you may bring your own if you wish. Rooms are serviced daily. You will not be charged for accommodation or meals if you are attending a scheduled ACDC activity, as the cost is borne by the Commonwealth.

You are required to live-in at ACDC. When a course extends over a week-end and no instruction is scheduled for that period, you may leave the College under your own arrangements.

Accommodation for your family, should you wish them to accompany you to Macedon, should be arranged by you. The following facilities are located nearby:

- a. The Gowings Hotel,
351 Main Road, Mt Macedon, 3441
Telephone : (054) 261755
- b. Black Forest Motel,
Calder Highway, MACEDON. 3440.
Telephone : (054) 261600
- c. Macedon Caravan Park,
Calder Highway, MACEDON. 3440.
Telephone : (054) 261 528

Arrival

You should report to the Duty Officer on arrival at ACDC.

Attendance Criteria

Attendance criteria are prescribed for each ACDC activity in this Handbook. Prospective attendees are required to satisfy the attendance criteria and pre-course requirements.

Behaviour and Performance

The Director is empowered to require any participant to leave prior to the conclusion of a course. Reasonable quiet is to be observed in sleeping accommodation areas during hours of darkness.

Cameras

There is no restriction on the use of cameras within the buildings, grounds and gardens of ACDC.

Canteen

A canteen operates during the following hours on a cash payment basis:

Weekdays: 12.15 - 12.45 pm
 5.00 - 6.30 pm
 8.30 - 10.00 pm

Weekends : As necessary

Souvenir items such as ties, T-shirts, windcheaters and plaques are available for purchase.

Documents

Pre-course information will be sent to each person accepted to attend an ACDC activity. The ACDC Registration Form, which will be enclosed with pre-course information, should be completed immediately and returned to "The Director, Australian Counter Disaster College Mount Macedon, Victoria, 3441" in the envelope provided.

Dress

The climate at Mount Macedon is similar to, but on an average 3 to 4 degrees Celsius cooler than, Melbourne. As there are frequent frosts and occasional snowfalls during the winter, warm clothing and a raincoat may be needed. Reasonable standards of dress are to be worn at the College, especially during meal times. For evening meals, a jacket and tie for males and the equivalent for females, is the preferred form of dress.

Enquiries

Enquiries in person should be directed to the Manager, Corporate Services, at ACDC, but all correspondence should be addressed to the Director.

Equipment

Equipment and any special clothing required for instructional purposes is provided by ACDC.

Financial Arrangements

On the last day of a course, those attending are paid incidental travel allowances, and meal and travelling allowance if appropriate, in accordance with allowances and conditions prescribed by the Commonwealth Public Service Board for ACDC attendees. Any account incurred at ACDC, including the canteen levy, must be settled before you leave.

Gratuities

The domestic staff are not permitted to accept gratuities.

Keys

You are responsible for the room keys issued to you on arrival at the College. Keys are to be left in your door on the last day of the activity. A charge for lost keys may be levied.

Laundry

Laundry and ironing facilities are provided at the College. By arrangement, a 24 hour return service for laundry and dry cleaning may be provided.

Levy

To provide newspapers, periodicals and to maintain student amenities a canteen levy is applied at the rate of one dollar per day. The levy, charged at a daily rate, is collected when allowances are paid, on the last day of the course.

Libraries

The libraries, located in the Instructional Centre and the Students' Lounge, are open at all times. Books borrowed from either library must be returned before 9.00 am on the last day of a course.

Luggage

You are responsible for handling your own baggage en route to and from the College. Baggage should be clearly labelled with name and destination using the enclosed baggage labels.

On the last day of your course you are requested to place your luggage in the foyer of Carter Hall before 9.00 am.

Mail

Incoming mail should be addressed as follows:

Your Name,
C/o Australian Counter Disaster College,
MOUNT MACEDON VIC 3441

Mail arrives at 11.45 am daily and is despatched at 10.00 am and 4.00 pm. Stamps are available from the canteen.

Meals

Normal meal times are:

Breakfast 7.30 - 8.10 am on workdays
8.30 - 9.00 am on non-workdays

Luncheon 12.30 - 1.00 pm

Dinner 6.30 - 7.00 pm on weekdays and
Saturdays, as necessary

7.00 - 7.30 pm Sunday

Those who require a special diet should include details on their Registration Form and consult the House Manageress as soon as possible after arrival at the College.

Medical and Dental

Limited first aid facilities are available at ACDC, but medical and dental treatment can be arranged with local practitioners, at the expense of the individual, through the Manager Corporate Services.

Private Cars

Car parking is available on an enclosed lot opposite the College grounds. Because the area is subject to heavy frosts, anti-freeze solution should be added to radiators in winter. Vehicles are parked or driven at the owner's risk. The Commonwealth does not accept liability for loss or damage.

Railway Services

Macedon Station (5 km from ACDC) is on the main Bendigo - Melbourne line. Timetables are displayed on the main notice-board in the College foyer.

Recorders

You should request individual instructor's approval if you wish to record any lectures or discussions during courses conducted at ACDC.

Recreation

College recreational facilities include a tennis court, swimming pool (in season) and golf course. You are encouraged to make use of the many beautiful walks in the areas, both inside the College grounds and in the local area. Indoor recreational facilities include billiards, darts, chess, television and a fiction library.

Taxis

Local taxis are available under normal hire conditions.

Telegram, Telephone and Telex Services

Numbers at ACDC are :

- a. The telegraphic address is "ACDC, MACEDON".
- b. The telephone number at ACDC is Mt Macedon
054 261205.
- c. The telex number is DISCOL AA34089.

Telephones are available for you to accept incoming calls. However, except in emergencies, course participants are not available to accept calls during instructional periods.

A multi-coin STD public telephone is to be used for all outward calls you may wish to make.

Travel Allowances

Travel allowances will be paid in accordance with conditions prescribed by the Commonwealth Public Service Board for those attending ACDC activities.

Travel allowance will be paid for times determined under the Public Service Board regulations, which allow only for the time taken to complete the journey by the most economical, direct route, using recognised public transport. If private transport is used, the time taken, for the purpose of calculation of allowances, will be that for the most direct recognised public transport or the actual time taken, whichever is the lesser. Travel allowance includes allowances for accommodation and meals where appropriate.

Allowances will be paid in cash before departure from ACDC. The rate of allowance for the use of a private car will be the equivalent public transport fare, by the most economical means. Reimbursement will be not normally be made for travel between Melbourne and ACDC, because College transport is available for use by all who are nominated to attend a course at ACDC.

Travel Arrangements

The cost of air travel to bring students to and from the College is normally borne by the Commonwealth.

ACDC makes appropriate air travel arrangements (for all except Victorian and other participants from areas near to the Victorian border) direct with the airlines. The airline will arrange all air travel bookings, including feeder-air-service bookings, from the "home airport". The home airport is identified as the airport at which you first wish to emplane: ACDC must be advised of your home airport. You are responsible for ensuring that nominating agents are aware of the correct home airport and for arranging (and paying) for travel between your home and airport, and claiming reimbursement under Travelling Allowances (above).

For forward travel, bookings are made on the last available flight to permit arrival at Tullamarine Airport in order to arrive at ACDC by 7pm.

For return travel, bookings are normally made on the first available aircraft flight departing Tullamarine one and a half hours after the course disperses at ACDC.

a. Ticket Collection

When travel arrangements have been made (normally not later than two weeks before the scheduled commencement date of the course) the local airlines office of Ansett or Australian Airlines, as appropriate, will contact you direct normally by telephone, otherwise by telegram - advising flight details and to arrange ticket collection.

Tickets for all air travel will be issued at your home airport, normally on the day of travel.

The airlines have agreed that you may collect air travel tickets at your home airport on the day of departure for ACDC. You will be required to produce your ACDC joining information letter in order to receive your tickets.

b. Change of Travel Times

The airlines have been instructed not to accept changes in flight times except on authority of ACDC. It is accepted that there may be circumstances in which earlier forward or later return travel is warranted to satisfy an individual's personal

requirement. In these circumstances, the Commonwealth will not accept responsibility for any costs which may be incurred because of the extension of travel timings. It should be noted that, if earlier forward travel requirements are requested and the ACDC activity is cancelled after forward travel has commenced, the prospective attendee will be responsible for all costs associated with the travel which has been undertaken, and will be required to reimburse the Commonwealth accordingly.

c. Conditions of Travel

The travel arrangements, which are made and paid for by the Commonwealth, will be at the class and under the conditions prescribed for those attending ACDC activities by the Commonwealth Public Service Board.

d. Alternative Travel

Victorian and other participants from areas near the Victorian border may travel to ACDC by private vehicle, rail or coach and seek reimbursement of costs involved in accordance with the paragraphs on Travelling Allowances. In such cases, the section relating to "Transport to the College" on the Registration Form must be completed carefully and returned to ACDC promptly.

If participants from areas other than those mentioned above wish to make private arrangements to travel by road between ACDC and their home, the respective nominating agent must be informed promptly of the details of travel proposed. In such cases:

- (1) reimbursement will be made in accordance with the paragraph on Travelling Allowances.
- (2) the section relating to "Transport to the College" on the Registration Form must be completed carefully and returned to ACDC promptly.

e. Overnight Accommodation

En-route overnight accommodation will be booked by the airlines if travel involves an overnight stop unless otherwise specified by nominating authorities. Advice of accommodation bookings will be given to you by the airlines at the time of confirmation of travel. You are to pay accounts and then claim reimbursement at the prescribed rates on arrival at the College.

Valuables

Valuables, including cash, may be lodged with the Duty Officer or the Manager Corporate Services for safe custody. You are then responsible for reclaiming them before you leave the College.

Withdrawal from Course - Cancellation of Attendance

Nominations to attend a course at ACDC are to reach ACDC through the appropriate Nominating Agent at least five weeks prior to the commencement of the course.

If it becomes necessary to withdraw from a course once a nomination has been accepted by ACDC, the nominee must :

- a. notify the nominating agent so that another person may be nominated to attend; and
- b. contact the Movements Officer at ACDC so that all travel arrangements can be altered.

Failure to comply with these requirements in a timely manner may result in your being required to pay airline ticket cancellation fees.

Working Hours

The normal daily College program will involve you in learning activities from 8.30am until 5.00pm with breaks for lunch, morning and afternoon tea. It is normal for a course assignment to be completed each night by students, working individually or in groups.

RECENT COLLEGE PUBLICATIONS - ISBNs & ISSN

Disaster Behaviour Seminar 1976	ISBN 0 642 91865 1
Management Executives Disaster Planning Course 1976	ISBN 0 642 91696 9
Search Information Seminar Papers 1976	ISBN 0 642 89941 x
Medical Disaster Seminar 1976	ISBN 0 642 89940 1
Guide to Evacuation Planning 1976	ISBN 0 642 89939 8
Planning Guide for Emergencies in Industry and Commerce 1977	ISBN 0 642 91866 x
" " " " 1978	ISBN 0 642 89920 7
Welfare Co-ordinators Seminar 1977	ISBN 0 642 91941 0
Civil Defence Seminar 1977	ISBN 0 642 91969 0
A Guide to Developing Community Counter-Disaster Response 1977	ISBN 0 642 91867 8
The Media and the Disaster Scene Seminar	ISBN 0 642 91942 9
High-rise Building Safety Seminar 1978	ISBN 0 642 89947 9
Report of Proceedings of Bush Fire Seminar 1978	ISBN 0 642 89948 7
" " " " Education Authorities Study Period 1978	ISBN 0 642 89949 5
Civil Defence Briefing 1978	ISBN 0 642 89942 8
Report of Proceedings of the Symposium on Mass Burns Casualty Management in Aust. 1979	ISBN 0 642 89950 9
Report of Proceedings of the Media (Broadcasters) Study Group 1979	ISBN 0 642 89951 7
" " " Exotic Animal Disease Emergency Seminar 1980	ISBN 0 642 00207 0
" " " Welfare Administrators Seminar 1980	ISBN 0 642 89943 6
" " " Regional Disaster Pre- paredness Seminar 1981	ISBN 0 642 89589 9
" " " Post-Disaster Management Seminar 1981	ISBN 0 642 89204 0
" " " Port Disaster Seminar 1982	ISBN 0 642 88801 9
Counter-Disaster Planner for Principals	ISBN 0 959 63241 7
Report of Proceedings of a Study on Protection of the Australian Public from Ionising Radiation 1982	ISBN 0 642 88599 0
Report of Proceedings of the Tourist Accommodation Safety Study 1983	ISBN 0 642 87720 3
Australian Disaster Research Directory 1983 (Prov 1985)	ISBN 0 812-0285)
Report of Proceedings of the Communications Study 1983	ISBN 0 642 87721 1
Report of Proceedings of the Mass Casualty Management Study 1983	ISBN 0 642 87722 x
Report of Proceedings of a Workshop on Human Behaviour in Disaster 1984	ISBN 0 642 87094 2
Report of Proceedings of a Study on Animal Health Emergency 1985.	ISBN 0 642 07721 5
Report of Proceedings of a Study on Remote Area Disasters	ISBN 0 642 09881 6
* Report on Disaster Management Training and Education in Australia	ISBN 0 642 09976 6
The Macedon Digest	ISSN 0817-4024

* Will be issued mid-1986

CALENDAR OF EVENTS JULY-DECEMBER 1986

Annex A

(see key)

TRAINING			JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Counter Disaster Planning	R	3	31 1009					
Counter Disaster Planning for Local Government	R	3	30 29-4	1010				1026 30-5
Introduction to Disaster Management	R	3	30					
Disaster Response Management	R	3	30					
Hazard Analysis	R	3	20					
Professional Development	R	1	30					
Disaster Recovery Management	R	2	35		24-29 1013			7-12 1028
Disaster Prevention Workshop	E	3	25			12-17 1018 (Hobart)		30-5 1027 (Adelaide)
Disaster Management Workshops	E	3	30					

AWARENESS

Civil Defence Symposium	R	1	93				21-24 1019	
Disaster Management Training and Education Seminar	R	1	60					
Disaster Management Briefings for Local Government Officials	R	2	40		1-4 8-11 1014 1015			
Disaster Management Workshop for Industry and Commerce	R	1	30					
Defence Force Assistance to the Civil Community Workshop	E	1	40				5-7 1021 (VIC)	25-27 1024 (NSW)
Promotional Visits			(As required)					
Exercise/Training Support Consultancies			(As requested)					
Domestic Staff RDO Week			7-11				8-7	

DISASTER INFORMATION

Learning Resources Centre Review			(Continuous)					
Newsletter Production			(Quarterly)					
Reports of Proceedings			(As required)					
Media in Disaster Workshop	R	1	20				28-31 1020	

DISASTER RESEARCH

Research Fellowship			(Continuous)					
Staff Research Projects			(Continuous)					
Hazard Analysis Workshop	R	1	15				17-21 1023	
Disaster Research Workshop	R	1	30					
Problem Solving Clinic (Remote Area Disasters)	R	1	6					
Disaster Impact Studies			(As required)					

DEPARTMENTAL SUPPORT

Defence Systems Management Courses	R	4		20	1011	15	21	17
Defence Regional Office Courses	R	4				17-22 1012		
Aeronautical Research Laboratories Middle Managers Course	R	4				14-18 1016		8-14 1022
Defence Central Middle Managers Course	R	4						23-5 1025
Requests for Support Facilities			(As requested)				28-31 1050	

Residential (R) or External (E) ●
Enrolment category ●
Number of participants ●

TIMES: Assembly time for Residential Activities is normally 6.00pm on the first date specified
Dispersal time is normally 1.15 on the last date specified
Assembly and Dispersal times for Non-Residential Activities will be advised in Joining Instructions

CALENDAR OF EVENTS JANUARY-JUNE 1987

(see key)

TRAINING	■ ▲ ●	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Counter Disaster Planning	R 3 30		1031 8 - 13			3 - 8 1041	1048 21 - 26
Counter Disaster Planning for Local Government	A 3 30				26 - 1		
Introduction to Disaster Management	R 3 30		1030 1032	22 - 27	1040	1043	
Disaster Response Management	R 3 30		1 - 6 15 - 20	15 - 20 1036		10 - 15	
Hazard Analysis	R 3 20			1039	1037	1045	24 - 5
Professional Development	R 1 30			29 - 3			1046
Disaster Recovery Management	R 2 34					3 - 8	
Counter Disaster Planning Workshop for Local Government	E 3 30					1042 (Adelaide)	
Disaster Management Workshops	E 3 30						

AWARENESS

Civil Defence Symposium	R 1 90						15 - 19 1047
Disaster Management Training and Education Seminar	R 1 60			2 - 5 10 - 13 1033 1034			
Disaster Management Briefings for Local Government Officials	R 2 40				5 - 10 1038		1049 29 - 2
Disaster Management Workshop for Industry and Commerce	R 1 30						
Defence Force Assistance to the Civil Community Workshop	E 1 40						
Promotional Visits	(As required)						
Exercise/Training Support Consultancies	(As requested)						
Domestic Staff RDO Week					13 - 17		

DISASTER INFORMATION

Learning Resources Centre Review	(Continuous)						
Newsletter Production							
Reports of Proceedings	(As required)						
Media in Disaster Workshop	R 1 20						

DISASTER RESEARCH

Research Fellowship	(Continuous)						
Staff Research Projects	(Continuous)						
Hazard Analysis Workshop	R 1 15	27 - 30					
Disaster Research Workshop	R 1 30	1029	22 - 27		21 - 24		
Faculty Development							
Disaster Impact Studies	(As required)						

DEPARTMENTAL SUPPORT

Defence Systems Management Courses	R 4			15 - 20 1035		17 - 22 1044	
Defence Regional Office Courses	R 4						
Atmospherical Research Laboratories Middle Managers Course	R 4						
Defence Central Middle Managers Course	R 4						
Requests for Support Facilities	(As requested)						

Residential (R) or External (E) ■
Enrolment category ▲
Number of participants ●

TIMES: Assembly time for Residential Activities is normally 8.00pm on the first date specified
Dispersal time is normally 1.15 on the last date specified
Assembly and Dispersal times for Non-Residential Activities will be advised in Joining Instructions

